



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 019 - 2010

OPEN TO: **All Qualified Candidates**

POSITION: **Information Assistant, FSN-8; FP-6**
(Salary approx. Tk. 44,000 per month)

**Depending on qualifications and experience
incumbent may be hired at a lower trainee grade
level as below:**

Trainee Information Assistant, FSN-7; FP-7
(Salary approx. Tk. 38,000 per month)

OPENING DATE: **March 24, 2010**

CLOSING DATE: **April 6, 2010** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

**NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE
FOR CONSIDERATION.**

The U.S. Embassy in Bangladesh is seeking applications for the position of
Information Assistant in the Information Media Unit, Public Affairs Section.



BASIC FUNCTION: Incumbent plans and implements major media programs within the framework of Mission Strategic Performance Plan (MSRP) goals and objectives. S/he is responsible for monitoring, selecting, adapting and translating materials from different medias like Bangla news papers, periodicals, and electronic to highlight important and breaking news; reactions of media and prepares a daily summary of important topics. S/he also coordinates special translation and publication projects.

MAJOR DUTIES AND RESPONSIBILITIES:

✚ Works closely with the Information Specialist to plan and implement major media programs. Assumes sole responsibility of some programs. Ensures timely printing and distribution of press releases. Edits, selects, adapts and translates articles from America.gov and other Washington-produced products for placement in the local press and for use in mission programming. In addition to translation of daily releases, translates and oversees layout and preparation of exceptional series such as pamphlets, the annual 4TH of July (American Independence Day) series and post publications. Translates selected material into Bangla for USAID programs.

✚ Reviews the Bangla press and prepare the daily summary and media reaction report daily. Selects, edits and translates items of likely interest to American supervisors, senior Mission officers and/or Washington bureaus. On a rotating basis, drafts weekend and holiday editions of the Bangla Notes.

✚ Maintains personal contacts with senior editors, reporters, writers and government officials. Accompanies the Public Affairs Officer (PAO)/Information Officer (IO) in their meetings with editors and government officials. Arranges exclusive media interviews of U.S. Govt. officials and other press events.

✚ Occasionally arranges thematic events for editors and government officials. Supports media aspects of travel outside Dhaka by the Embassy Officials. Organizes field trips for groups of journalists to USAID projects. Provides information in answer to queries from local press. Responds to requests from newspapers and periodicals PA section press materials and photos.

✚ Edits Bangla translations of junior Information Assistants.



QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor's degree in liberal arts, Journalism, International Relations, Political Science, English or Mass Communication. Specialized training in press and publications, writing, radio, or TV is required. *(You must attach a copy of your bachelor degree certificate copy along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) in both spoken and written English and Bangla required. English language proficiency will be tested.
- 3. Prior Work Experience:** A minimum of three years of progressively responsible experience in communications as journalist, writer, or radio broadcaster.
- 4. Knowledge:** General knowledge of the local political, economic, social, and educational structure, institutions, political parties, and of key figures in the mass media, the professions, government, and business circles. Thorough knowledge of public affairs programs and media techniques.
- 5. Skills and Abilities:** Ability to develop and maintain extensive high and working level contacts among the media and government officials. Ability to plan and implement programs with little or no supervision. Ability to advise on the selection and release of informational materials. Must be creative and innovative in planning, researching, writing, and producing of information based materials and programs.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

- 1.** Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
- 2.** Current employees serving a probationary period are not eligible to apply.
- 3.** Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.



4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either By Hand with No Envelope at South barrier or **FAX at 9887825. Blank application forms are available at South barrier of the U.S. Embassy, Dhaka (near the Vatican Embassy) and at our website at: dhaka.usembassy.gov. A copy is also attached hereto for your convenience.**

[Application Form](#)

2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF-612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

**POINT OF CONTACT:**

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

- 1. US Citizen Eligible Family Member (USEFM):** Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.
- 2. Eligible Family Member (EFM):** Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.
- 3. Member of Household (MOH):** An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*



The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: x

PAO: x

FMO: x

MGT: x